

CLASSIFICATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200021-2

MEMORANDUM FOR THE RECORD

DATE

29 June 1971

SUBJECT

Visit with [REDACTED]
Office of Personnel

FILE NUMBER

Met with [REDACTED] to discuss the Reports Cost Reduction program. Specific purpose of the trip was to try and establish a ~~meaningful~~ meaningful Control Numbering system which would help identify those reports that OP has cancelled or changed.

[REDACTED] had called while I was enroute to request that I attempt to ascertain what change OP would be making in their cost reduction figure. In reply, [REDACTED] said he would be initiating a memo to [REDACTED] which would report an increase of \$2,896.93 in their reports cost reduction. On return to the office, I reported this information to [REDACTED]. He attempted to get in touch with Mr.

[REDACTED] once again to determine if our proposed reporting format would be acceptable. [REDACTED] was out at the time, but was to call back. With the increase to be reported by OP in their forthcoming memorandum, the Support Directorate would have attained their overall goal by about \$1200.

[REDACTED] agreed that they would identify those specific reports that had been changed in the reports cost reduction process.

6/30 [REDACTED] stated their cost savings would be \$5,946.82 for an overall savings by OP of \$5,209.56. This figure puts the Support Directorate over their goal by about \$4,000.

OFFICE AND TITLE

SIGNATURE

USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Memorandum to Subj: Terminal Report

FROM:

EXTENSION

NO.

DATE

30 June 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

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15.

The package for the Reports Reduction Terminal Report is hereby resubmitted. It reflects the change in paragraph two of the memorandum which includes a statement on Mr. Coffey's decision to cancel the Annual Report of Significant Accomplishments, and thus realize an additional aggregate savings of \$8,153.40. Page 2, Attachment A. depicts the apportionment of this savings among the functional offices of the Support Directorate.

Note: In checking back with the latter four office representatives; Personnel, Logistics, Medics and Commo, as requested by one office - the 25X1 Office of Personnel - reported their savings to be \$187.80 not \$4,511.70.

Also the figure for Training is \$491.70 not \$4,917.00 (see the attached Reports Inventory Form 142.)